



June 07, 2013

Dear Mutual Aid Providers:

The California Fire Assistance Agreement Committee has conducted their yearly review of the California Fire Assistance Agreement (CFAA).

Effective June 3, 2013, all topics and information below represent the most recent changes and or additions to the exhibit portion of the agreement.

Please pay careful attention to following information and familiarize yourself with the changes and or updates. We have provided you the page numbers and or clauses to reference in its entirety. The information will assist you with a better understanding of the rates, terminology, methodology, formulas and processes in which your agency will be reimbursed under the terms and condition of the agreement.

**EXHIBIT A – GENERAL**

**Reference to “Structure Protection” has been removed and replaced by “Structure Defense”.**

Structure Defense: The protection of homes or other structures from wildland fire before the fire reaches the structure; exterior fire protection measures.

**Page A-2 12 Hour Free Period Exception**

The Bureau of Indian Affairs (BIA) will reimburse for assistance by hire from time of dispatch due to the lack of BIA resources to participate in reciprocal mutual aid.

**Page A-2 Actual Administrative Rate Due Date**

California Fire and Rescue Mutual Aid System Agencies that develop an Actual Administrative Rate must review and update their rate by July 1 of each year.

## **EXHIBIT A – REIMBURSEMENT – PERSONNEL**

Page A-4      Clause A-8:  
**Formula for Base Rate**

**Base rate formula for Engine Company personnel and Overhead at or below Strike Team/Task Force Leader Trainee**

(AD-F(0.667) + CAL FIRE Fire Apparatus Engineer base rate) / 2

Numerical Calculation Example:  $23.04 \times 0.667 = 15.37 + 16.68 = 32.05 / 2 = 16.02$

**Base rate formula for Overhead at or above Strike Team Leader/Task Force Leader**

(AD-H(0.667) + CAL FIRE Fire Captain base rate) / 2

Numerical Calculation Example:  $28.16 \times 0.667 = 18.78 + 20.36 = 39.14 / 2 = 19.57$

Page A6-A7      Clause A.9.3

**Formula for the Average Actual Civilian**

California Fire and Rescue Mutual Aid System Agencies that have submitted Average Actual Rates to Cal EMA Fire and Rescue Division for civilian and non-regular responders shall be reimbursed for actual straight-time with associated benefits for straight-time hours worked and overtime with associated benefits for overtime hours worked using the following formula unless the personnel has an MOU or governing body resolution that dictates they are to be paid differently according to clause A-2. The MOU or resolution must not be contingent on the agreement or executed on the sole basis that there is reimbursement from the State of California or Federal Fire Agency. Those agencies with such an agreement will be reimbursed in accordance with the formula for Average Actual Rate, in clause A-9.1 of this section.

$$[(((A \times H) BR^{st}) + ((A \times H) W) + ((A \times H) U)) + (((A \times 1.5) H) BR^{ot}) + (((A \times 1.5)H)W) + (((A \times 1.5)H)U)]] = \text{Total Civilian personnel reimbursement in dollars where } A = \text{average actual straight time hourly pay; } H = \text{hours on incident broken out by number of hours applicable for straight time (or up to 8* hours) and overtime (hours in excess of 8*); } BR^{st} = \text{benefit rate for a straight time hour excluding workman's compensation rate and unemployment rates; } BR^{ot} = \text{benefit rate for an overtime hour. Benefits related to overtime are those paid by the home agency for every overtime hour worked, benefits may include Medicare, social security and other incentive or specialty pay earned when a person works overtime. (*or regularly scheduled day.)}$$

The Average Actual Hourly Rate (**A**) is the average hourly rate of all personnel in the specific rank (e.g.: Dispatcher, Heavy Equipment Mechanic, Inspector, etc.) within each individual jurisdiction.

If an agency backfills behind deployed resources as part of their normal business practices, the agency may submit backfill personnel costs for reimbursement for actual straight-time with associated benefits for straight-time hours worked and overtime with associated benefits for overtime hours worked. Prior to dispatch, the home agency shall submit a list of positions subject to backfill at the same time the annual CFAA rates are submitted to Cal EMA. When backfill behind dispatched resources takes place, the responding agency will attempt to have ROSS annotated to reflect the presence of backfill in association with the request.

Page A-8

Clause A-15:

**Transfer/Reassignment to Other Operational Areas/Incidents**

California Fire and Rescue Mutual Aid System emergency apparatus and personnel requested through this agreement may not be reassigned to a different incident in another Cal EMA Operational Area, or to another incident through a different agreement without the responding agency's approval. The host State of California or Federal Fire Agency shall secure approval for such reassignment through the California Fire and Rescue Mutual Aid System.

***EXHIBIT A – REIMBURSEMENT – EMERGENCY APPARATUS***

Page A-9

Clause A-20:

**Support Equipment, Privately-Owned Vehicles, and Rental Vehicles**

The State of California or the Federal Fire Agencies shall reimburse California Fire and Rescue Mutual Aid System Agencies for use of agency support equipment, private vehicles, or rental vehicles provided in conjunction with requested personnel. Reimbursement shall be calculated on a daily basis for local jurisdiction support equipment at the rate established by the Committee for the type or category of vehicle used. Privately-owned vehicle rates will be reimbursed on a per mile basis according to the current Internal Revenue Service (IRS) standard rate for business miles. Rental vehicles and the fuel use associated with the rental vehicles will be reimbursed for actual costs incurred by the California Fire and Rescue Mutual Aid System Agencies. Such reimbursement shall be considered as covering all reimbursement related to use of such vehicles except as provided in the Reimbursement of Emergency Apparatus Loss or Damage section of this agreement, clauses 37 through 39.

Page A9-A10 Clause A-24:

Authorized Rental Vehicles: The dispatch/mobilization centers for Federal Fire Agencies signatory to this agreement will make arrangements for rental vehicles on Federal Fire Agency incidents. Renting vehicles from an airport is discouraged and the use of economy cars is encouraged

#### ***EXHIBIT A – REIMBURSEMENT – TRAVEL EXPENSES***

Page A-10 Clause A-26:

At no time will the California Fire and Rescue Mutual Aid System Agencies seek reimbursement for travel expenses such as fuel, food, and lodging responding to, during, or returning from a State of California or Federal Fire Agency incident unless formally documented and approved in writing at the incident.

Travel arrangements and reimbursement, including travel for relieving personnel and backfill, will only be made from the Fire Department/Agency location or residence whichever is closest to the incident or reporting location (such as staging). The reimbursement of meals to and from the incident will be subject to the California state standard per diem rates.

If formally documented and approved in writing at the incident, the process to obtain reimbursement for in state travel and incident related expenses is outlined in Exhibit H.

#### ***EXHIBIT A – REIMBURSEMENT – STATE OF CALIFORNIA, FEDERAL, DOD, AND TRIBAL FIRE DEPARTMENTS***

Page A-11 Clause A-29:

State Agency Fire Departments, Federal Fire Departments, Department of Defense (DOD) Fire Departments, and Tribal Fire Departments (TFD) may respond through the California Fire and Rescue Mutual Aid System. TFD's that have a compacted or contracted wildland fire program from BIA will respond through the Federal Dispatching System and not through the California Fire and Rescue Mutual Aid System.

#### ***EXHIBIT A – REIMBURSEMENT - FEDERAL AGENCY ELECTRONIC FUND TRANSFER (EFT)***

Page A13-A14 Sections A-39:

##### **System for Award Management (SAM) – replaces CCR requirement**

Federal agencies require the following for reimbursement to California Fire and Rescue Mutual Aid System Agencies:

In order to receive EFT payments, the recipient/cooperator shall register in the System for Award Management (SAM). You may register by going to

[www.sam.gov](http://www.sam.gov) and follow the instructions provided on-line. For assistance, contact the SAM Assistance Center at (800) 606-8220.

c)DUNS Number – The cooperator shall obtain a Dunn and Bradstreet Data Universal Numbering System (DUNS). This is a requirement for registering in SAM.

#### ***EXHIBIT B – ICS Type 3, 4, 5, 6, & 7 ENGINE, EQUIPMENT, PERSONNEL, & TRAINING STANDARDS FOR FIRE AND EMERGENCY ASSISTANCE***

Page B1-B4     Now references not only Type 3's but Type 3 through 7 engines, equipment, personnel, and training standards for mutual aid and/or CFAA-reimbursable responses.

#### ***EXHIBIT C – REIMBURSEMENT FOR PERSONNEL ROTATION***

Page C1-C2     Clause A-27 authorizes the reimbursement of personnel and transportation costs incurred to replace California Fire and Rescue Mutual Aid System Agency personnel committed to extended assignments under this agreement. Personnel under this agreement are to be available a minimum of seven (7) days excluding travel (portal to portal) before needing replacement, regardless of the number of assignments. This exhibit lists the procedures necessary for a local jurisdiction to follow before reimbursement for their costs will be processed for rotation of their personnel. These procedures only apply when the emergency apparatus remains assigned to the incident but the personnel are rotated.

Personnel rotation must be approved by the Incident Commander or MOB Center Manager.

The approval will be annotated in the automated resource ordering and status system (ROSS) of record in the remarks section and a subordinate request number will be added to the existing "E" number when a separate vehicle will be used in support of a personnel rotation.

#### ***EXHIBIT D – COMMUNICATION CAPABILITIES***

Page D-1     Addition added for the use of Narrow Band Radios.

#### ***EXHIBIT G – REIMBURSEMENT POLICY AND PROCEDURES FOR OUTSIDE THE STATE OF CALIFORNIA ASSIGNMENTS***

Page G-1     Addition to the language on the length of assignment

**EXHIBIT H – IN-STATE TRAVEL AND INCIDENT RELATED EXPENSES**

Page H1-H3    This new exhibit has been created to identify allowable costs and the process for submitting such cost for in-state travel and incident related expenses.

The exhibits are ready for viewing and downloading on our website at:

<http://www.calema.ca.gov/FireandRescue/Documents/Reimbursement%20Documents/2009-2013%20CFAA%20Updated%20Exhibits%20final%20updates%20June%202013.pdf>

If you have any additional questions or need clarification on the above information, please contact Lori Lopez at [lori.lopez@calema.ca.gov](mailto:lori.lopez@calema.ca.gov) or by phone at 916-845-8722.

Thank you always for your continued support of the California Fire Service and Rescue Emergency Mutual Aid System.

Sincerely,

original on file

KIM ZAGARIS  
State Fire and Rescue Chief